



## SUMMARIZED LIST OF REQUIREMENTS FOR SUBMITTING FOR A ROOFING PERMIT

1. **BUILDING PERMIT APPLICATION.** A current Building Permit Application form is to be completed and submitted for all construction projects. Please use the appropriate form.
2. **PARCEL NUMBER & STREET ADDRESS.** The Parcel Number (Tax ID number) from the Property Appraiser (983-1880) and the assigned street address from the Postal Coordinator (981-7150) are required.
3. **PLANS.**
  - a. All commercial roofing projects require prior approval from Plan Review.
  - b. For residential or commercial projects which will use any roofing product other than standard asphalt shingles requires a Florida Product Approval Number. This can be obtained either from the merchant or from [www.floridabuilding.org](http://www.floridabuilding.org).
7. **NOTICE OF COMMENCEMENT.** The recorded Notice of Commencement is required if the project's cost of construction is \$2,500 or more. Blank forms are located at Building Inspection Department for your convenience. The form is to be completed, notarized, and recorded with the Clerk of Court located at the Court House. The recorded copy of the Notice of Commencement is to be submitted to the Building Inspections Department before any inspections will be made and a copy must be posted on the job site.

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For a roof to be recovered opposed to being replaced the following criteria must be met:

### Excerpt of 2004 Existing Florida Building Code

#### 511.3 Recovering versus replacement.

New roof coverings shall not be installed without first removing existing roof coverings where any of the following conditions occur:

1. When the old roofing is water-soaked or deteriorated to the point that it is not suitable as a base for additional roofing.
2. When blisters exist in any roofing, unless blisters are cut or scraped open and nailed down before applying additional roofing.
3. When the existing roof surface is gravel or the like, the gravel shall be thoroughly removed or all loose gravel removed and approved base material installed before applying additional roofing.
4. When existing roof is slate or the like.
5. When sheathing or supports are deteriorated to the point that the roof structural system is not substantial enough to support recovering.
6. When existing roof has two or more applications of any type roofing material. Conformance with this item shall make replacement mandatory.

#### Exceptions:

- a. Building and structures located within the high-velocity hurricane zone shall comply with the provisions of Sections 1512 through 1525 of the Florida Building Code, Building.
- b. When the structural deck is concrete and the existing roof is firmly attached to the deck, then the roof shall be removed down to a minimum of three plies of moisture-free felts.
- c. When otherwise approved by the building official.
- d. Wood shingles or shakes shall not be placed over more than one application of wood or asphalt shingles. Wood shingles or shakes may be placed over existing shakes when installed in accordance with Cedar Shake and Shingle Bureau recommendations.



# Residential/Commercial ROOF Permit Application

In order to process this permit in a timely manner please complete the entire form and submit all required documentation as listed on this application. Any required plans must accompany this application and be approved by PLAN REVIEW prior to permit issuance.

**NOTE: Any repair to roof decking will require a separate building permit.**

1. Property Owner Information		4. Project Information	
Name:		<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
		Please select type of job below (New, Replacement, or Recovering)	
Address:		<input type="checkbox"/> <b>New Roof</b>	
Address 2:		(Applies to new buildings only)	
City:		Cost of Construction: \$	
State: Zip:		<input type="checkbox"/> Shingle <input type="checkbox"/> Metal <input type="checkbox"/> Other _____	
Phone #:		Number of Squares:	
<b>2. Proposed Improvement Location</b>		Building Roof Pitch:	
<input type="checkbox"/> Same as owner's address		Florida Product Approval #:	
Physical Address:		-----	
City: Zip:		<input type="checkbox"/> <b>Replacement of Roof Covering</b> (Tear off/Re-roof)	
Subdivision:		Cost of Construction: \$	
Parcel ID #: _ _ - _ _ - _ _ - _ _ - _ _ - _ _ - _ _ - _ _		Number of Squares:	
<b>Driving Directions:</b>		Building Roof Pitch:	
		Florida Product Approval #:	
		Affidavit Provided: <input type="checkbox"/> Yes or <input type="checkbox"/> No	
		Month and Year House Complete:	
		Just Value or Insured Value:	
		-----	
		<input type="checkbox"/> <b>Recovering Existing Roof</b> (Placement over existing roofing)	
		(Must meet criteria described in 511.3 FEBC)	
		Cost of Construction: \$	
		<input type="checkbox"/> Shingle <input type="checkbox"/> Metal <input type="checkbox"/> Other _____	
		Number of Squares:	
		Building Roof Pitch:	
		Florida Product Approval #:	
<b>3. Contractor Information</b>		<p>In order to process this permit in a timely manner please complete the entire form and submit all required documentation as listed on this application. Any required plans must accompany this application and be approved by PLAN REVIEW prior to permit issuance.</p> <p><b>NOTE: Any repair to roof decking will require a separate building permit.</b></p>	
<input type="checkbox"/> If Owner/Builder (Please see Owner/Builder Disclosure)			
Applicant:			
Contractor State Registration #:			
Company Name:			
Mailing Address:			
City:			
State: Zip:			
Phone #: ( ) -			
Fax #: ( ) -			

Please see reverse side.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.**

**IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

**2012 Florida Statutes, 713.135(6)** Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**Time limitation of application:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the day of filing, unless such application has been pursued in good faith or a permit has been issued.; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

**Time limitation of the Permit:** Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an **approved** inspection within 180 days.

**Condition of Permit:** As a condition to the issuance of this permit the **applicant** hereby promises in good faith that they will deliver “**Florida’s Construction Lien Law Protect Yourself and Your Investment**” fact sheet to the person who has the right, title and interest in the real property that is subject to this building permit.

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Agent/Contractor's Signature

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Date